

*Nebraska - CCDF
Infant/Toddler Initiative*

December 1 , 1998

Dear Early Head Start Grantees:

The Nebraska Department of Health and Human Services is issuing the enclosed Request for Applications (RFA) to all Nebraska Early Head Start Grantees to establish professional development and training opportunities for home based and center based child care facilities in your community. Early Head Start Programs are the only applicants eligible for these grants.

The closing date for receipt for the Applications is January 25, 1999. Applications must be received by January 25, 1999 on the closing date. Applications should be sent to Melanie Carlson, Child Care Program, Nebraska Department of Health and Human Services, P.O. Box 95044, Lincoln, NE 68509-5044. Applications must be postmarked by January 25, 1999. Applications may be delivered in person to Melanie Carlson at the Nebraska Department of Health and Human Services, 301 Centennial Mall South, 3rd Floor, Lincoln, NE. FAX copies will not be accepted.

Please direct questions about these requests to Melanie Carlson at (402) 471-9152.

Sincerely,

Jessie K. Rasmussen
Department of Health and Human Services

**INTENT TO SUBMIT AN APPLICATION
INFANT-TODDLER/EARLY HEAD START INITIATIVE**

AGENCY _____
LICENSEE _____
ADDRESS _____

PHONE _____ **FAX** _____

It is the intent of this Early Head Start Program to submit an application for funding through the Infant-Toddler/Early Head Start Initiative.

LICENSEE (Print or Type) **SIGNATURE**

EARLY HEAD START PROGRAM **DATE**

Please return this INTENT TO SUBMIT AN APPLICATION TO:
(THIS CAN BE SUBMITTED BY MAIL, IN PERSON, OR FAX)

MELANIE CARLSON, GRANTS MANAGER
CHILD CARE DIVISION
DEPARTMENT OF HEALTH AND HUMAN SERVICES
P.O. Box 95044
301 Centennial Mall South, State Office Building, 3rd Floor
Lincoln, NE 68509-5044

FAX: 402-471-7049

PLEASE RETURN THIS THE INTENT TO SUBMIT AN APPLICATION BY:

DECEMBER 21, 1998

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILD CARE PROGRAM

Application Instructions

for the

INFANT TODDLER INITIATIVE

Award Contingent Upon the Availability
of Federal Funds

Submit to:
INFANT TODDLER INITIATIVE
Attention: Child Care Grants Manager
Child Care Program
Department of Health and Human Services
P.O. Box 95044
Lincoln, NE 68509-5044

Applications Due:

January 29, 1999

SUPPORTING DOCUMENTS WILL
NOT BE ACCEPTED AFTER
APPLICATIONS ARE SUBMITTED

FAXES NOT ACCEPTED

**SUBMIT AN ORIGINAL AND
TWO (2) COPIES = THREE (3)
COPIES TOTAL. PLEASE USE
8.5 x 11 PAPER. STAPLE IN
UPPER LEFT CORNER. PLEASE
DO NOT ENCLOSE IN BINDERS.**

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Cover Sheet

Nebraska Department of Health and Human Services
Child Care Division:
for Fiscal Year 1999

Applicant Organization: _____

Federal Tax Identification Number: _____

Address: _____

City/Zip: _____

Phone Number: _____ Fax Number _____

Contact Person or Project Director

Financial Officer

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

City/Zip: _____

City/Zip: _____

Phone: _____

Phone: _____

By submitting and signing this application, the applicant agrees that if a subgrant is awarded, it will operate the program as described in the Subgrant Application for funding in accordance with the Subgrant Terms and Assurances.

Signature of authorized official: _____

Date: _____ Title: _____

Checklist:

Please make sure that all required items have been included with your application for funding. Incomplete applications will be not be processed.

_____	Signed Application Cover Sheet
_____	Plan for Recruiting and Selection of Home and Center Based Programs
_____	Description of Professional Development Opportunities
_____	Curriculum Development
_____	Accreditation
_____	Evaluation Process
_____	Progress Report
_____	Work Plan
_____	Budget
_____	Budget Justification
_____	Subgrant Terms and Assurances
_____	Exhibit 199_-1 Administrative and Audit Guidance
_____	Signed Nebraska Department of Health and Human Services Audit Requirement Certification
_____	Signed Certification Regarding Lobbying
_____	Signed Certification Regarding Environmental Tobacco Smoke
_____	Signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

INFANT TODDLER INITIATIVE APPLICATION PROCEDURES

A. INTRODUCTION

1. Source of Funds/Grant Administration

The Department of Health and Human Services, Child Care Program is issuing a Request for Applications (RFA) to fund pilot projects to Early Head Start Programs to provide professional development, training and other support to home based and center based child care providers to provide quality infant toddler child care and to promote an infant and toddler curriculum that could be used by home based and center based child care providers in the state. The Applicants must agree to participate in an evaluation of the effectiveness of the pilot project.

The Administration for Children and Families authorized the creation of the Infant Toddler Initiative and appropriated funds from the federal Child Care and Development Block Grant Funds for this purpose. The funds for these grants come from that portion of the Block Grant specifically designated to improve the quality of infant and toddler child care. The grants will be administered by the Department of Health and Human Services with technical assistance and shared responsibility between the Department of Health and Human Services and the Department of Education, Office of Early Childhood Care and Education.

2. Purpose

Today, more than 65% of Nebraska mothers with children under the age of six are working and the number of women entering the work force continues to rise. Single parent households have increased significantly in the last ten years. As Nebraska communities experience economic growth, the number of jobs created target a younger work force (presumably with young children) and these young families are demanding that affordable and high quality child care services be available.

Brain development research documents the importance between quality experiences and maximizing learning potential. During the first three years of life, the child's brain develops rapidly and stores information and memories. During this time, the brain is forming the essential elements necessary for later learning and if brain development is flawed at this time, it can affect the individual for their entire life. Caregivers need to be aware of the importance of providing quality experiences for children of all ages and need to be trained to provide these experiences.

Infants and toddlers in Nebraska are spending a significant amount of time in child care settings as the number of women entering the work force continues to rise. Providing quality experiences for young children to develop their learning potential is important to the child, parents and community. Research has indicated that investing in children during the early years can pay huge benefits to society.

The purpose of the Infant Toddler Initiative is have Early Head Start Programs provide training and mentoring about infant and toddler development to home-based and center-based child care providers within the Early Head Start Program's geographical service area.

B. TIMELINE FOR INFANT TODDLER INITIATIVE

12/11/98	Issue Request for Proposals
12/14/98	Deadline for Submission of Intent to Submit an Application
12/18/98	Notification of Amount of Funding Available to Applicants
1/29/99	Deadline for Submission of Proposals
2/18/99	Review of Proposals Completed
2/19/99	Submission of Recommendations to the HHS Director
2/22/99	Inform Successful Applications of Intent to Contract
3/1/99	Sign Contract with Bidders

B. PROCUREMENT INFORMATION AND PROCEDURES

1. Eligibility

Eligible applicants are the seven Early Head Start Programs currently receiving Early Head Start Grant Funds from the United States Department of Health and Human Services.

2. Proposal Submission

Applications: Applications will be accepted January 25, 1999. The application must contain all information and supporting documentation required. All sections of the proposal must arrive together.

Notification of Proposal Acceptance or Rejection: Depending on availability of funds, money will be awarded equally to all eligible applicants who submit a program that meets the criteria for funding.

Term of Grant: . One year.

3. Allocation of Funds

The amount available for Infant and Toddler pilot projects is \$130,000. The amount will be divided equally among all the applicants that submit a complete application.

4. Definitions

- a) **Developmentally appropriate program** shall mean that the program will meet the individual and age appropriate needs of each child.
- b) **Infants** shall mean children birth to 18 months
- c) **Toddlers** shall mean children 19 months to 36 months.
- d) **Children with disabilities** shall mean children who are eligible for special education services according to the Nebraska Department of Education, Rule 51.
- e) **Accreditation** shall mean approval or recognition granted to programs for meeting standards identified by an accrediting authority such as the National Association for the Education of Young Children and the National Association for Family Child Care.

C. MINIMUM SUBMISSION REQUIREMENTS

Each proposal must contain the sections described below:

1. Cover Letter: This letter must state that the potential contractor fully accepts all terms and conditions of HHS and that the proposal meets all requirements of HHS. The letter should include the name, address, phone number and FAX number of a contact person with who HHS should communicate regarding the proposal. The letter must be signed by a person legally authorized to bind the organization to the contents of the proposal and authorized to represent the organization.

2. Plan For Recruiting and the Selection of Home and Center Based Programs: The application shall describe 1) the approximate number of home based and center based child care programs that will be supported, 2) methods that will be used to recruit licensed programs and 3) selection criteria. Applicants may not duplicate or supplant services provided to home and center based programs utilized by the Early Head Start Program through the duration of this project. It is likely an expected outcome, that the home and center based programs that are supported through this grant will become "partners" in the future Early Head Start activities.

3. Description of the Professional Development Opportunities: The application should describe the professional development and support opportunities that will be provided for the home based and center based child care providers in the community. A description of the training formats must be provided.

This should include the recruitment of child care providers in the area and how substitutes will be provided to allow the child care providers to attend trainings.. This section should include a description of the supports or activities which could include mentoring, supporting groups and other activities that enhance the project goals.

4. Curriculum Development: The application must describe how the infant and toddler curriculum will be developmentally appropriate. A description of the materials and how they will be used to train the providers should be included.
5. Accreditation: This section should include the plan to provide consultation and technical assistance to home and center-based providers caring for infants and toddlers toward the goal national accreditation. Programs should be encouraged to seek accreditation either through the National Association of the Education of the Young Child (NAEYC) or the Family Child Care Association (FCCA).
6. Evaluation Process: Applicants will agree to carry out an evaluation process that will be agreed to by all qualified applicants prior to the recruitment of licensed child care homes and centers. Applicants agree that an Early Head Start staff will be assigned to the evaluation function and will participate in a minimum of one meeting, conference calls as needed, and a minimum of one site visit to plan and implement an evaluation process that includes identification of appropriate and measurable outcomes, pre/post assessment of licensed homes and centers and format for progress reports and final evaluation report..
7. Budget: Applicants are required to complete a budget. The budget must include all items to be funded by this grant request. This would include materials, substitutes, mileage, postage, curriculum development, staff costs, food, honorariums for trainers, speakers (etc.).. Administrative costs to this grant program cannot exceed three percent.
8. Subgrant Terms and Assurances: All certifications, subgrant terms and assurances must be signed.

D. REVIEW AND EVALUATION PROCESS

1. Responsibility/Participants

- a) The selection process will be the responsibility of the Department of Health and Human Services.
- b) Applications that meet the criteria will be accepted. The results of the recommendations will be reviewed by the director of the Department of Health and Human Services prior to making the final selections.

E. AWARD NOTIFICATION

Notification of the contract award will be made on or about February 22, 1999, as specified in the Anticipated Procurement Schedule.

Once successful bidders have been notified of the award, HHS may begin discussions of programmatic and fiscal terms to reach a contractual agreement. These discussions will be limited to terms and conditions not specifically addressed in the RFP or in the bidder's written proposal and/or to matters which do not significantly alter the proposal.

In the event HHS fails to reach agreement with the bidders first awarded within thirty (30) days, HHS may disqualify that bidder and proceed to re-allocate available funds to qualified bidders.

E. ADDITIONAL INFORMATION

1. Bibliography

The following brief list of selected best practice resources in the field of early care and education is provided to assist persons in preparing Applications. These, as well as many other helpful publications, can be borrowed from the Early Childhood Training Center, (402) 597-4820.

American Public Health Association and American Academy of Pediatrics: (1992). Caring For Our Children. Washington D.C. American Public Health Association and American Academy of Pediatrics.

Bredenkamp, S. (Ed.). (1987). Developmentally Appropriate Practices in Early Childhood Programs Serving Children Birth Through Age 8. Washington, DC: National Association for the Education of Young Children.

Dombro, A. Colker, L. and Dodge D. (1997). The Creative Curriculum for Infants and Toddlers. Washington D.C. Teaching Strategies.

Garcia, R. (1991). Home Centered Care: Designing a Family Day Care Program. Mt. Rainier, MD: Gryphon House, Inc.

Hohmann, M. and Weikart D. (1995). Educating Young Children Ypsilanti, MI: High/Scope Press.

Lubchenco, A. (1981). Spoonful of Lovin': A Manual of Day Care Providers. Bloomington, IN: Mile High Child Care Association

San Fernando Valley Child Care Consortium. (1988). Setting Up For Infant Care: Guidelines for Centers and Family Day Care Homes. Washington, DC: National Association for the Education of Young Children.

**STATE OF NEBRASKA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
SUBGRANT TERMS AND ASSURANCES**

This is a subgrant of federal financial assistance. By accepting this subgrant, the Subrecipient agrees to comply with the terms and conditions described herein.

A. Programs. Subrecipient must operate the program(s) in compliance with the documents governing the award. The following documents and any revisions made during the program period govern the Subgrant and are hereby incorporated by this reference as though fully set forth herein.

- 1) The Department's Request for Application;
- 2) Subrecipient Project(s) Application;
- 3) NHHS Administrative and Audit Guidance for Subgrants (Exhibit ____ - __) and the attached certifications; and
- 4) Department's letter of award which includes the award period, amount of funds awarded, and any contingencies to the Subgrant award.

B. Reports. Subrecipient must submit data, program, and financial reports according to the reporting requirement. Extensions for the submission of reports and reimbursement **must be submitted in writing** to the Department for approval to prevent withholding of payment.

C. Administrative Requirements. Subrecipient must perform Subgrant activities, expend funds, and report financial and program activities in accordance with Federal grants administration regulations, U.S. Office of Management and Budget Circulars governing cost principles and audits listed on Exhibit (____ - ____), and comply with, complete, and return the certifications attached hereto.

D. Program Specific Requirements. Subgrant activities must comply with any program specific requirements included in the Department's Request for Application.

E. Nondiscrimination. The Subrecipient acknowledges that the Subgrant activities must be operated in compliance with civil laws and any implementing regulations, and makes the following assurances.

The Subrecipient warrants and assures that it complies as applicable to it with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, to the effect that no person shall, on the grounds of race, color, national origin, sex, age, handicap or disability, be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination under any program or activity for which the Subrecipient received federal financial assistance.

The Subrecipient and any of its subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Subgrant with respect to hire, tenure, terms, conditions, or privileges of employment because of the race, color, religion, sex, disability or national origin of the employee or applicant.

F. Reimbursement. Subrecipient must submit claims for reimbursement for actual, allowable, allocable, reasonable expenditures in accordance with the approved budget. The Department will make reimbursement, subject to the following conditions:

- 1) Subrecipient's submission of reports according to the reporting requirements.
- 2) Availability of governmental funds to support this project. In the event funds cease to be available, this Subgrant shall be terminated, or the activities shall be suspended until such funds become available, in the sole discretion of the Department.
- 3) Pursuant to the Nebraska Prompt Payment Act.
- 4) Suspension or termination for cause or convenience as described in the federal grants administration regulations applicable to the Subrecipient.
- 5) Cash advances may be requested in writing with justification of anticipated expenses.

G. Budget Changes. The Subrecipient is permitted to reassign funds from one line item to another line item within the approved budget. Prior approval by the Department is not required **provided** the cumulative transfers do not exceed ten percent of the total approved budget, are for an allowable cost allocable to the Subgrant, do not add or eliminate a line item and do not result in programmatic changes.

Prior approval is **required** for cumulative budget transfers exceeding ten percent of the current total approved budget. Requests for transfers shall be addressed in writing to the Department. The Department shall approve or disapprove the request in writing within 30 days of its receipt.

H. Programmatic changes. The Subrecipient shall request in writing Department approval for programmatic changes. The Department shall send a written determination regarding the request to the Subrecipient within 30 days of its receipt.

I. Technical Assistance. The Department will provide training and materials, procedures, assistance with quality assurance procedures, and site visits by representatives of the Department and the federal granting agency in order to review program accomplishments, evaluate management control systems and other technical assistance as needed or requested.

J. Subrecipient Procurement. Subrecipient shall be the responsibility authority regarding the settlement and satisfaction of all contractual and administrative issues, without recourse to Department, arising out of procurement entered into by it in connection with the subgrant. Such issues include, but are not limited to, disputes, claims, protests, of award, source evaluation and other matters of a contractual nature.

K. Subgrant Close-out. Upon the expiration or notice of termination of this Subgrant, the following procedures shall apply for close-out of the subgrant:

1. Upon request from Subrecipient, any allowable reimbursable cost not covered by previous payments shall be paid by Department.
2. Subrecipient shall make no further disbursement of funds paid to Subrecipient, except to meet expenses incurred on or prior to the termination or expiration date, and shall cancel as many outstanding obligations as possible. Department shall give full credit to Subrecipient for the federal share of non-cancelable obligations properly incurred by Subrecipient prior to termination.

3. Subrecipient shall immediately return to Department any unobligated balance of cash advance or shall manage such balance in accordance with Department instruction.
4. Within a maximum of 90 days following the date of expiration or termination, Subrecipient shall submit all financial, performance, and related reports required by the terms of the Agreement to Department. Department reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.
5. Department shall make any necessary adjustments upward or downward in the federal share of costs.
6. The Subrecipient shall assist and cooperate in the orderly transition and transfer of subgrant activities and operations with the objective of preventing disruption of services.
7. Close-out of this Subgrant shall not affect the retention period for, or state or federal rights of access to, Subrecipient records. Nor shall close-out of this Subgrant affect the Subrecipient's responsibilities regarding property or with respect to any program income for which Subrecipient is still accountable under this Subgrant. If no final audit is conducted prior to close-out, the Department reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowance's resulting from an audit which may be conducted at later time.

L. Documents Incorporated by Reference. All laws, rules, regulations, guidelines, directives and documents, attachments, appendices, and exhibits referred to in these terms and assurances shall be deemed incorporated by this reference and made a part of this Subgrant as though fully set forth herein.

M. Independent Contractor. The Subrecipient is an independent contractor and neither it nor any of its employees shall be deemed employees of the Department for any purpose. The Subrecipient shall employ and direct such personnel as it requires to perform its obligations under this Subgrant, shall exercise full authority over its personnel, and shall comply with all worker's compensation, employer's liability, and other federal, state, county, and municipal laws, ordinances, rules, and regulations required of an employer providing services as contemplated by this Subgrant.

N. Release and Indemnity. The Subrecipient shall assume all risk of loss and hold the Department, its employees, agents, assignees and legal representatives harmless from all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments and all expenses incident thereto, for injuries to person and for loss of, damage to, or destruction of property arising out of or in connection with this Subgrant, and proximately caused by the negligent or intentional acts or omissions of the Subrecipient, its officers, employees, or agents; for any losses caused by failure by the Subrecipient to comply with terms and conditions of the Subgrant; and for any losses caused by other parties which have entered into agreements with the Subrecipient.

O. Drug-Free Work-Place Policy. The Subrecipient assures the Department that it has established and does maintain a drug-free work-place policy.

P. Acknowledgment of Support. Publications by the Subrecipient, including news releases and articles, shall acknowledge the financial support of the Department and the federal granting agency by including a statement therein that, **This project is supported in part by**

federal Health and Human Services funds awarded to the (Subrecipient) by the Nebraska Department of Health and Human Services."

Q. Copyright. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The federal awarding agency and the Department reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal and State purposes, and to authorize others to do so.

R. Notices. All notices given under the terms of this Subgrant shall be sent by United States mail, postage prepaid, addressed to the respective party at the address set forth on the signature page hereof, or to such other addresses as the parties shall designate in writing from time to time.

S. Authorized Official. This person executing the Application Cover Sheet is an official of the Subrecipient who has the authority to bind the Subrecipient to the terms and assurances of this Subgrant of federal financial assistance.

T. Public Counsel. In the event the Subrecipient provides health and human services to individuals on behalf of the Department under the terms of this Subgrant, Subrecipient shall submit to the jurisdiction of the Public Counsel under Nee. Rev. State. §§81-8,240 to 81-8,254 with respect to the provision of services under this subgrant. This clause shall not apply to grants or contracts between the Department and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-term Care Ombudsman Act.

(HHS)

ADMINISTRATIVE AND AUDIT GUIDANCE

HHS SUBGRANTS

<u>Recipient</u>	<u>Administrative</u>	<u>Cost Principles</u>	<u>Audit Policy*⁽¹⁾</u>
Nonprofit Organization including Nonprofit Hospitals not affiliated with an educational institution or government	45 CFR Part 74	A-122	A-133 & G.A.S.* ⁽²⁾
College/University	45 CFR Part 74	A-21	A-133 & G.A.S.* ⁽²⁾
State, Local, Tribal Government	45 CFR Part 92	A-87	A-133 & G.A.S.* ⁽²⁾

*⁽¹⁾ Sign attached Audit Requirement Certification.

⁽²⁾ G.A.S. = Government Auditing Standards Issued by the U.S. Comptroller General.

OTHER FEDERAL GRANTS ADMINISTRATION REGULATIONS
FOR ALL RECIPIENTS

*Government-wide Debarment and Suspension (Non-procurement)	45 CFR Part 76, Subparts A-E (Sign attached certification)
*New Restrictions on Lobbying	45 CFR Part 93 (Sign attached certification)
*Pro children Act of 1990	(Sign attached certification)

NEBRASKA HEALTH AND HUMAN SERVICES
AUDIT REQUIREMENT CERTIFICATION

(1097)

Applies only to awards after June 30, 1996.

This form is to be completed by each subgrantee *receiving funds* from the Nebraska Health and Human Services Systems.

Subgrantee _____ Grant No. _____
 FTIN _____ Subgrantee's Fiscal Year _____ 19 ____ to _____ 19 ____
 CFDA # _____ ↗ (Your Fiscal Year, not the grant period)

PART - I

CHECK ONE OF THESE:

#1. We will expend less than \$300,000 from all Federal Financial Assistance sources (including commodities) *in the current fiscal year*, therefore, we are not subject to the audit requirements of OMB Circular A-133 Revised.

If you completed #1 above, then sign the form (PART II) and return it to the Nebraska Health and Human Services, Finance and Support, as you are exempt from Federal audit requirements, OMB Circular A-133 Revised. (Accounting records and documentation must be available for review or audit by NHHS, State of Nebraska Auditor staff, or Federal funding agency staff upon request.)

Or

#2. We will expend \$300,000 or more from all Federal Financial Assistance sources (including commodities) *in the current fiscal year*, and we are subject to the audit requirements of OMB Circular A-133 Revised. (Accounting records and documentation must be available for review or audit by NHHS, State of Nebraska Auditors, or Federal funding agency staff upon request.)

NOTE: OMB Circulars A-133 Revised replaces the old OMB Circulars A-133 and A-128. The audit requirements will be the same whether you are a local government, an indian tribe, a not for profit, or an educational entity.

If #2 above is checked, then complete the following, and the certification in Part II:

We acknowledge that we are responsible for making arrangements for an audit. We further acknowledge that the audit must be completed and copies submitted for review no later than **thirteen months after our fiscal year ends.** We understand that **the audit must be submitted within 30 days of completion of the audit by the independent auditor.**

The required number of copies of the audit will be submitted to the Bureau of Census for the Federal agency(ies) providing direct financial assistance and we will furnish a copy of our audit to the **Nebraska Health and Human Services.**

We plan to have an audit performed by : _____
(Name of a qualified independent auditor)
and expect to have the audit completed by _____ 19 _____.
Grantee official responsible for audit arrangements:

Name	Title	Telephone number
------	-------	------------------

(All auditor's confirmation requests should be sent to the NHHS, attn: Federal Aid Administrator, Finance and Support and should include the FTIN for the agency being audited.)

PART II

Certification by Organization Director or CEO:

I hereby certify that the information furnished is correct to the best of my knowledge, and this organization will comply with the requirements as stated above, as applicable:
by:

Signature	Title	Telephone No.	Date
REMARKS:			

**When #2 above applies:

Send audit inquiries, and a copy of your audit (upon completion) to:

**NEBRASKA HEALTH & HUMAN SERVICES
FINANCE & SUPPORT - 5th floor
ATTN: Federal Aid Administrator (Russ)
P.O. BOX 95026
LINCOLN, NE 68509-5026**

**(This information will possibly change as the reorganization proceeds to develop.)

File:audcer7c

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

Signature of Official / Date

03/96

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTIONS

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Organization

Signature

Date

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the applicant/subgrantee certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

Signature of authorized official signing on
behalf of applicant/subgrantee

Date

Organization

INTENT TO SUBMIT AN APPLICATION
INFANT - TODDLER/EARLY HEAD START INITIATIVE

AGENCY _____

LICENSEE _____

ADDRESS _____

PHONE _____ FAX _____

It is the intent of this Early Head Start Program to submit an application for funding through the Infant - Toddler/Early Head Start Initiative.

LICENSEE (Print or Type)

SIGNATURE

EARLY HEAD START PROGRAM

DATE

PU:BB8334N